



November 19, 2018

Ms. Emma Best
MuckRock News
DEPT MR 62539
411A Highland Avenue
Somerville, MA 02144-2516

RE: FOIA Case No. 2019-FPRO-00073

Dear Ms. BEST:

This responds to your Freedom of Information Act (FOIA) request dated October 18, 2018, in which you seek access to Postal Service records. Specifically, you requested records mentioning or generated as a result of liaisons and contacts between CIA officials and the following USPS personnel: Bill Kirkland, Linda Korte, and Linda Larkin. (Date Range for Record Search: From 01/01/1970 to 12/31/1979)

The FOIA, 5 USC §552, is a records and document statute. Identification of the record(s) desired is the responsibility of the requester. The FOIA (5 U.S.C. 552(a)(3)(A)) requires the requester to reasonably describe the records being sought. A description is considered reasonable if it permits an agency employee who is familiar with the subject area to locate the requested records with a "reasonable" amount of effort. It is the requester's responsibility to frame requests with sufficient particularity to ensure that searches are not unreasonably burdensome, and to enable the searching agency to determine precisely what records are being requested.

Please be advised that, while we wish to fully cooperate in processing your request, your letter does not provide sufficient detail to allow for the ready identification and retrieval of the desired documents. As information, the Postal Service has approximately 30,000 facilities at which records are maintained. The various records at these facilities are not centrally indexed. We note that you did not limit the search of documents to a specific department or geographic area of interest such as Headquarters or a certain field office.

Accordingly, we will need more definitive information concerning the records you seek. If you chose to submit clarification about the records sought, please be advised that Postal Service regulations found at 39 Code of Federal Regulations (CFR) §265.3(c) provide the following guidance, in part, on how to submit a FOIA request:

Content of request. Requesters must describe the records sought in sufficient detail to enable Postal Service personnel to locate them with a reasonable amount of effort. Whenever possible, requesters should include specific information about each record sought, such as the type of record (e.g., contract, report, memorandum, etc.); the title or case number of a specific document or report; the topic or subject matter; the name of the office, facility, functional unit or employees most likely to possess the record; the geographical location, such as a city and state, where the records are thought to exist; the date or general timeframe of the record's creation; and any details related to the purpose of the record. Requests for email records should specify the likely senders and recipients, keywords, and a range of dates. If seeking information about a company, requesters should provide the exact name and address of the company (many companies use similar names).

Given that your request cannot be processed as formulated, we plan to take no further action unless we hear back from you. If we do not receive your clarification about the records sought within 14 calendar days from the date of this letter, we will administratively close out this request. After that date, you may submit a new FOIA request if you so choose.

If you are not satisfied with the response to this request, you may file an administrative appeal within 90 days of the date of this response letter by writing to the General Counsel U.S. Postal Service 475 L'Enfant Plaza SW Washington, DC 20260 or via email at FOIAAppeal@usps.gov. Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request. The letter of appeal should include, as applicable:

- (1) A copy of the request, of any notification of denial or other action, and of any other related correspondence;
- (2) The FOIA tracking number assigned to the request;
- (3) A statement of the action, or failure to act, from which the appeal is taken;
- (4) A statement identifying the specific redactions to responsive records that the requester is challenging;
- (5) A statement of the relief sought; and
- (6) A statement of the reasons why the requester believes the action or failure to act is erroneous.

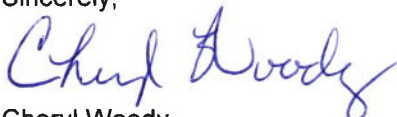
For further assistance and to discuss any aspect of your request, you may contact FOIA Public Liaison listed below:

PRIVACY & RECORDS OFFICE
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 1P830
WASHINGTON DC 20260-1101
Phone: (202) 268-2608
Fax: (202) 268-5353
FOIA Public Liaison: Jane Eyre

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Thank you for your interest in the Postal Service.

Sincerely,



Cheryl Woody
Sr. Govt. Information Specialist